

**DELAWARE DEPARTMENT OF JUSTICE
JOB OPENING**

Opening Date: July 7, 2021

Closing Date: July 16, 2021

**Case Processing Supervisor (Pay Grade 10)
Criminal Division, Felony Screening Unit, New Castle County**

Job Responsibilities and Duties:

This supervisory position manages the day-to-day operations of the Case Processing group within the Felony Screening Unit, Criminal Division, in New Castle County. The position is responsible for supervising six employees, including hiring, training, completing performance evaluations, and discipline as needed with the Attorney Unit Head. The Case Processing group prints arrest reports from CJIS; generates files for all felony cases, including sex crimes, gun cases, and homicides, as well as misdemeanor files for the Court of Common Pleas; opens, combines, and separates files; inputs information into internal an internal database and spreadsheet; schedules intakes and is generally responsible for maintaining all files until they move to trial units. This is all required to be handled with a quick turn-around time.

This supervisor trains all new Case Processing employees and ensures continued training. This supervisor is often asked to assist the Case Processing group with all matters listed above, as well as with loading charges into CJIS/JIC, emailing documents and information both internally and externally and filing continuance requests with the Court of Common Pleas for preliminary hearings. This position also reviews weekly intake calendars for cases that should be scheduled for intake by other units within the Criminal and Family divisions. The supervisor covers the Intake Scheduling Desk, as needed, which includes answering the scheduling phone, scheduling and rescheduling intakes, contacting the intake paralegals, entering completed intake information and Grand Jury dates into the system, as well as pulling the files for upcoming court calendars and intakes, and preparing the evening intake schedule and associated files. Entering this information is extremely time sensitive to ensure other intakes can be scheduled. The Supervisor is also tasked with following up with police officers and their supervisors in order to have intakes scheduled in a timely fashion.

This position drafts *nolle prosequi* ("NP") forms and downgrade packages at the direction of the Deputy Attorneys General and enters related information in the Criminal Division internal case tracking system as well as maintaining all stats for mid-year and year-end purposes for the entire Felony Screening Unit. Data entry is also required when closing out files after plea agreements. The supervisor is responsible for ensuring location of all files for preliminary hearings and moving files at the request of Deputy Attorneys General. This often requires locating files in other units and retrieving files from storage.

All the responsibilities above require this supervisor to maintain communication with the Court, JIC, LEISS and DELJIS and to work closely with all these agencies as well as with all police agencies.

This supervisor must work closely with Deputy Attorneys General in the Criminal Division and particularly the Felony Screening Unit Head. This is a unique supervisory position in that one not only supervises but also fills in as the actual back up for many tasks in a fast-paced work environment with time deadlines.

Minimum Qualifications:

Applicants must be detail oriented, independent thinkers with leadership experience and the ability to pay attention to accuracy and adhere to timelines. This is a high volume, time sensitive unit. Applicants must be able to multi-task and to deal with a larger unit with personnel possessing varying degrees of experience.

Applicants must be well-organized, possess excellent verbal and written communication skills and be proficient in Microsoft Office Suite, including especially Word and Excel.

Applicants must have education, training and/or experience demonstrating competence in each of the following areas:

1. High school diploma or GED.
2. Three years' experience in legal case flow management which includes managing cases as they move through the legal process.
3. Six months experience in interpreting laws, rules, regulations, standards, policies, and procedures.
4. Six months experience in using an automated information system to enter, update, modify, delete, retrieve/inquire and report on data.
5. Knowledge of staff supervision acquired through course work, academic training, training provided through an employer, or performing as a lead worker overseeing the work of others; OR supervising staff which may include planning, assigning, reviewing, and evaluating the work of others; OR supervising through subordinate supervisors a group of professional, technical, and clerical employees.

For Internal Applicants: *Interested internal Department of Justice employees do not have to submit a State Application. However, please see below directive:*

SINCE THIS IS AN ADMINISTRATIVE LEADERSHIP POSITION, THE FOLLOWING MUST ALSO BE SUBMITTED WITH A CURRENT RESUME or SUMMARY OF WORK EXPERIENCE:

- A written promotion recommendation from your current Supervisor.

External Applicants: In order to be considered for this position, External applicants must submit Resume and the Delaware Department of Justice Application (please see link):

<http://attorneygeneral.delaware.gov/executive/hr/job-application/>

OR External applicants can mail Resume and the Delaware Department of Justice Application to: Delaware Department of Justice, Human Resources, 820 N. French Street, 6th Floor, Wilmington, DE 19801, OR E-mail to: DOJHR@delaware.gov OR Fax to: 302-577-5866. EOE.